# Appendix 7

# Outline of the Current APS User Policies and Procedures (3/97)

#### 1. INTRODUCTION

- 1.1. Advanced Photon Source Mission Statement
- 1.2. User Safety Policy
- 1.3. About This Manual

#### 2. KEY TERMS AND ABBREVIATIONS

#### 3. THE ROLE OF APS STAFF

- 3.1. Overview
- 3.2. APS Organization
- 3.3. Conventional Facilities and Utilities Supplied by APS
- 3.4. Technical Components Supplied and Installed by APS
- 3.5. Standardization and Modularization of Other Beamline Components
- 3.6. Design Exchange
- 3.7. Radiation Shielding Guidelines
- 3.8. Design Reviews
- 3.9. X-ray Optics Fabrication and Characterization Facility
- 3.10. Assistance with Installation of User-Supplied Components
- 3.11. APS Site Safety Training
- 3.12. Guidelines for CAT Safety Programs
- 3.13. Safety Reviews
- 3.14. Safety of User Operations
- 3.15. General Operational Support
- 3.16. Other User Services
- 3.17. Collaborative Research Program
- 3.18. Technical Workshops and Bulletins
- 3.19. General Communication with the User Community
- 3.20. SRI-CAT
- 3.21. APS Contact Information

#### 4. PARTICIPATION BY COLLABORATIVE ACCESS TEAMS

- 4.1. Overview of CAT Responsibilities
- 4.2. Forming a CAT
- 4.3. Allocation of Sectors to CATs

- 4.4. User Agreements
- 4.5. Site Access, Orientation, and Sector-specific Safety Training
- 4.6. User Accounts
- 4.7. Technical/Safety Reviews by APS
- 4.8. CAT Safety Oversight Committees
- 4.9. Vacuum Protection
- 4.10. Ozone Mitigation
- 4.11. Management of Sealed Sources
- 4.12. Incidental Crane Operator Training
- 4.13. Use of Third-Party Contractors
- 4.14. Tricycles
- 4.15. Visitors
- 4.16. Procurement of Major Beamline Components
- 4.17. Obtaining APS/ANL Support Services
- 4.18. Intra-Facility Communications
- 4.19. Scheduling of Beam Time
- 4.20. Special Considerations for CAT Members Conducting Proprietary Research
- 4.21. Written Reports
- 4.22. Reviews by the Proposal Evaluation Board
- 4.23. Decommissioning of Beamlines and Removal of CAT-Owned Property

#### 5. PARTICIPATION BY INDEPENDENT INVESTIGATORS

- 5.1. Access Policy
- 5.2. Initiation of II Programs by CATs
- 5.3. Proposal Submission and Review
- 5.4. Scheduling of Beam Time
- 5.5. Facilities, Equipment, and Technical Support Provided by the Host CAT
- 5.6. Safety Training And Reviews Provided by the Host CAT
- 5.7. Tracking of II Participation
- 5.8. Special Considerations for IIs Conducting Proprietary Research
- 5.9. User Agreements
- 5.10. Site Access, Orientation, and Sector-specific Safety Training
- 5.11. User Accounts
- 5.12. Obtaining APS/ANL Support Services
- 5.13. Safety Practices
- 5.14. Intra-facility Communications
- 5.15. Written Reports

### 6. COMMITTEES AND THEIR ROLES

- 6.1. APSUO Steering Committee
- 6.2. Research Directorate
- 6.3. Proposal Evaluation Board

- 6.4. Scientific Review Panels
- 6.5. Instrumentation Feasibility Study Panel
- 6.6. Management Plan Review Group
- 6.7. Beamline Standardization and Modularization Committee
- 6.8. APS CAT Safety Committee

## 7. MAKING CHANGES IN THE APS USER POLICIES AND PROCEDURES

LIST OF APPENDIXES